

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: ADMINISTRATIVE COLLECTIONS SUPERVISOR
CLASS CODE: 3002

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: SUPERVISOR

EFFECTIVE DATE: 7/28/2014 (REVISED 3/21/08 VERSION)
DEPARTMENT: TREASURER

JOB SUMMARY

Under the general supervision of the County Treasurer or Assistant County Treasurer is responsible for balancing monies, statements and reports; supervising department employees involved in customer collections, including hiring, retention, promotion, training, assigning work and evaluating performance.

ESSENTIAL FUNCTIONS

Provides training, assigns and monitors work, and determines vacation schedules.
Participates in the preparation of the yearly budget.
Prepares various high-liability, detailed, and complex, monthly and annual financial reports and spreadsheets.
Prepares and submits reports, often extensive and long term, as required by State law and County procedures.
Provides backup support for daily balancing of funds collected; responsible for daily balancing and collections activities.
Uses highest authorization to perform corrections to all restricted files including reversal of record transactions; correcting others' errors, researching problems and correcting information on computer record; disburses credits when applicable.
Assists department head in making decisions to hire, promote, or release employees according to County rules and regulations.
Assists in resolving confidential personnel issues.
Provides information regarding department policies, procedures, and general information to County employees and also to the public.
Communicates with other departments to complete joint reports and projects.
Coordinates department-wide projects and prepares related final products.
Provides support for all clerical and collection functions in department.
Attends various meetings in behalf of department administrators.
Resolves complex customer concerns or difficult transactions.
Corresponds through mail or telephone with persons regarding complex and irregular office activities.
Maintains an accurate balance of petty cash.

Prepares correspondence, reports, and other materials. Trains staff with regard to personal property, collections, seizure and sale; makes corrections to errors made by staff

Trains staff in downloading and importing motor vehicle records; oversees the refund process for motor vehicle registration.

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PAGE 2

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Submitting purchase requisitions for office supplies.

Preparing and authorizing payroll for an entire department or office.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: the functions and associated laws of the County Treasurer.

Skill in: supervisory techniques, various computer applications such as word processing, spreadsheets, and data entry; a variety of office machines including a ten-key by touch basic math and accounting for a high degree of accuracy working with legal and financial documents and money; written and verbal communication; performing detailed and complex analysis and preparing reports.

Ability to: effectively organize projects; efficiently organize and complete own work while supervising and training others in their work; solve problems and make decisions in the absence of department administrators; establish and maintain effective working relationships with those contacted in the course of work activities.

PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: walks, stands, or stoops.

Occasionally: lifts, or otherwise moves objects weighing up to 25 pounds; and works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in an environmentally controlled room. Work requires a high degree of accuracy, speed, and concentration. Deadline pressures exist while dealing with the public.

EDUCATION AND EXPERIENCE

Equivalent to an Associates degree in a business management or finance-related field; and three (3) years of prior accounting and/or collections experience with demonstrated competence; preference may be given to applicants with lead or supervisory experience. **Preference may be given to applicants with a typing speed at or above 40 WPM net.**

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.